

**CARLIN CITY COUNCIL  
CITY OF CARLIN, STATE OF NEVADA  
REGULAR MEETING  
CARLIN MUNICIPAL COURT ROOM  
101 SOUTH EIGHTH STREET  
CARLIN, NEVADA**

**February 12, 2020  
7:00 pm**

**Call to Order and Roll Call**

**Mayor Dana Holbrook called the meeting of the Carlin City Council to order at 7:00 p.m.**

**Council Members Present: Mayor Dana Holbrook**

**Vice Mayor Lincoln Litchfield**

**Councilperson Pam Griswold**

**Councilperson Margaret Johnston**

**Councilperson Cameron Kinney**

**Council Members Absent: None.**

**Staff: Madison Mahon, Carlin City Manager**

**LaDawn Lawson, Carlin City Clerk**

**Linda Bingaman, Carlin Volunteer Fire and Ambulance, Chief**

**Roger Curry, Carlin Volunteer Fire and Ambulance, Assistant Chief**

**Public: Jan Brizee, Carlin Planning Commission**

**Jody D. Hensley, Park & Recreation Board**

**Lloyd Myers**

**Pat Myers**

**David L. Miller**

**Laura Eklund, Carlin Equestrian Committee**

**Arnold Huntley**

**Don Johnston**

**Aitor Narvaiza, Elko County Sheriff's Department**

**Don Unruh, Elko County Sheriff's Department**

**George Goddard, Cee Gee's Saloon**

**Charles Kindrick**

**Marie Cutler**

**Sharon Sutherland**

**Al Mauer**

**Ellen Meshefski, Park & Recreation Board**

**Laura L. Oslund**  
**Brent Jacobsen, Park & Recreation Board**  
**Galye Zomar**  
**Valerie Myers**  
**Tom Bingaman, Carlin Volunteer Fire and Ambulance Department**  
**Shane Keller**  
**Kiara Keller**  
**Layla Walz, Wells Rural Electric Company**

- 1. Comment by the General Public (Non-Action Item):** Pursuant to NRS 241.020(2)(D)(3) (I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

**Municipal Code : 1-6-11 : MANNER OF ADDRESSING BOARD ; TIME LIMIT :**

Each person addressing the board shall first give his name and address for the records, and unless further time is granted by the presiding officer, shall limit his address to five (5) minutes. All remarks shall be addressed to the board as a body and not to any member thereof. No person, other than the mayor, the members of the board and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the board, without the permission of the presiding officer. No question shall be asked except through the presiding officer. (Ord. 81, 9-10-1975, eff. 9-17-1975)

**PUBLIC COMMENT MAY BE TAKEN DURING DISCUSSION OF INDIVIDUAL AGENDA ITEMS.**

- Laura Oslund with PACE Coalition is working with Elko County and City of Elko on the Clean-up Green-up program scheduled for April 27, 2020. She invited the City of Carlin to participate in the Clean-up Green-up program by putting some teams together and places to be cleaned. She stated PACE would purchase the supplies like gloves, large garbage bags, and they will be giving away prizes. If the City is interested please contact PACE Coalition.

She also reported that PACE Coalition will be taking part in the STEM program at the Carlin High School. PACE will have their DUI simulator so if you have some time, come by and check it out. It is a computer system that adjusts the brake and gas under different DUI situations. You're invited to participate in that also.

- Councilperson Cameron Kinney stated that at last night's Park and Rec Meeting there was a lot of great discussion on budget items. I think it is sometimes hard to have different opinions but it brings up conversation on things. I am glad

they are already looking at the budget and thank you for doing that and thank you for being here tonight.

**2. Council Member Updates (Non-Action Item):**

A) Councilperson Margaret Johnston: Carlin High Reunion Update

- Councilperson Margaret Johnston stated she just wanted to let everyone know this is the big class reunion and everyone comes home for it, it will be the last weekend of July. There will be events at several locations and as the event approaches an agenda will be sent out and posted. She would like everyone to work on the town and get it looking better than ever.

**3. Corrective Action Plan for Carlin City Audit FY19 (For Possible Action):**

- A) Review, discussion, and possible approval of the Corrective Action Plan to be submitted to the State of Nevada for the Fiscal Year ending June 30, 2019, and all related matters.

**Motion:**

**Vice Mayor Lincoln Litchfield moved to approve the Corrective Action Plan to be submitted to the State of Nevada for the Fiscal Year ending June 30, 2019.**

**Councilperson Pam Griswold seconded the motion. Motion Passed.**

**4. Parks and Recreation Appointment (For Possible Action):**

- A) Review and possible approval of Kelsie Jensen's appointment to the Carlin Parks and Recreation Board, and all related matters.

**Motion:**

**Councilperson Cameron Kinney moved to approve Kelsie Jensen's appointment to the Carlin Parks and Recreation Board. Vice Mayor Lincoln Litchfield**

**seconded the motion. Motion Passed.**

**5. New Fire Station (For Possible Action):**

- A) Review and discussion of the current status of the New Fire Station, and possible direction to staff on how to proceed to completion, and all related matters.
- Volunteer Fire and Ambulance Chief Linda Bingaman stated there are several things that need to get started. She stated had spoken to JD Long and he was going to pull out some of the records and see where the City is at on the construction. JD Long stated to her that he thought the City had completed the building. She stated that Mr. Long and her were planning to get together and look over the phases and see where they needed to start. She stated as she was reviewing Phase I it looked like the curb, gutter, sidewalk, and asphalt was not completed. She stated that she believes the reason it was not

completed was due to the water and sewer not being put into the building plus we ran out of money. Before we can do anything, we need to get the telephone pole moved. She stated that City Manager Madison Mahon has been working with Frontier Communications on this issue but Frontier has been unwilling to negotiate. So, it looks as if we are going to have to just move forward.

- Madison Mahon, City Manager, stated she had spoken to John Pool who is with Frontier Communications and he is the lead on the project. She stated he had explained the project a little bit better and she understood the project better after his explanation than she did just looking the plans. Basically, the pole needs to be moved and it is connected to the electrical. We need to put in a conduit and electrical box underground to hold up to the truck movement. She asked if it was possible to move the pole, get a larger pole, could we put it somewhere else. He said it would be more costly to put in a 65' pole so with the cost of materials, engineering and labor cost, it is most effective for us to put it underground because of overhead restrictions and it would free up the alley. Currently we have a pole existing that needs to make its way underground before we can move forward with the curb, gutter, and sidewalk.
- Volunteer Fire and Ambulance Chief Linda Bingaman stated the Electric Company has already removed the electrical from the pole however, we still have the telephone line there too. The Electrical Company will come and remove the pole once we get the telephone removed from the pole. She stated once we get this completed, we can go inside the building. We need to put up the interior walls, electrical, sprinkler system, and plumbing. She stated she knows there has been a lot of discussion whether we can do some of the work or if it has to be done by a contractor. She is looking forward to hearing what JD Long has to say as far as phasing things in and seeing what we can get done. She feels we need to start with the telephone line and then start bidding things out and getting stuff done.
- Vice Mayor Lincoln Litchfield questioned did Linda know why we put curb, gutter, and sidewalk in Phase I and not at the end of the project?
- Volunteer Fire and Ambulance Chief Linda Bingaman stated no she did not.
- Councilperson Cameron Kinney stated he thinks that is just the way the Engineer planned it.
- Vice Mayor Lincoln Litchfield stated he thought it would make more sense to put this aspect at the end of the project because if you had to re-dig you would then be digging up asphalt and tearing up curb and gutter. He thinks we should move curb, gutter, and sidewalk to the end and let you guys do all the other stuff and then when you're getting close to moving in put in the curb, gutter, and sidewalk.

- Councilperson Cameron Kinney stated he thinks there is not much left, the only thing that needs to go underground is the telephone, because he knows that Carlos Esparza, Public Works Director, has finished the water line, sewer line, so the only thing we are waiting on is the telephone. Then, he feels the curb, gutter, and sidewalk could go in and it may help with the mud going and drainage.
- Volunteer Fire and Ambulance Chief Linda Bingaman stated she thought it was in an odd place since Phase I was the ground work.
- Mayor Dana Holbrook stated that right now it is mostly the telephone line getting moved. So, if we were to approve getting the telephone line approved that would give you time to get with the engineer and come back to the council.
- Volunteer Fire and Ambulance Chief Linda Bingaman stated yes that would work and that last bid on the asphalt was \$25,000 and the curb, gutter, and sidewalk at \$2,500. She would ask that they approve the telephone line work tonight and she will get with the engineer and then come back to the council.

**Motion:**

**Vice Mayor Lincoln Litchfield made a motion to approve the relocation of the of the telephone lines for the new fire station and have Chief Bingaman come back to us with the next project. Councilperson Pam Griswold seconded the motion. Motion Passed.**

**6. Liquor License Application (For Possible Action):**

- A) Review, discussion, and possible approval of a Fraternal, Social, and/or Civic Club liquor license renewal for the Parks and Recreation Board, and all related matters.
- City Manager Madison Mahon stated it is her understanding that in the past the Parks and Recreation Board has gone before the Council for a special liquor license every time they have an event so this will instead be a Fraternal, Social, and/or Civic Club License which will allow them to operate for the year.
  - Vice Mayor Lincoln Litchfield asked if the start date would be today until next year at this time.
  - City Clerk LaDawn Lawson stated they usually apply for a Special Event Liquor License for the season.
  - Laura Oslund representing PACE Coalition asked if when the Council grants a Special Event Liquor License do they review the event to see what the event is and how they are doing the event or is it just a blanket and if they have an event the council has approved alcoholic service at the event?

- Mayor Dana Holbrook stated this is a board and they put on the events so the Council does not oversee each event.
- Vice Mayor Lincoln Litchfield stated that the Council does have a Council Liaison to the Parks and Rec Board that would advise them that they need to stay within these parameters. So, there is representation from Council to each of the Boards.
- Councilperson Cameron Kinney stated each board has discussion in their meetings as to what is going to happen at each event.

**Motion:**

**Councilperson Pam Griswold made a motion to approve the Fraternal, Social, and/or Civic Club liquor license for the Parks and Recreation Board for one year. Councilperson Cameron Kinney seconded the motion. Motion Carried.**

**7. Next Dollar Foundation (For Possible Action):**

- A) Review, discussion, and possible approval of City participation in the Next Dollar Foundation round-ups, and all related matters.

**Motion:**

**Councilperson Cameron Kinney moved to approve the City participation in the Next Dollar Foundation round-ups. Vice Mayor Lincoln Litchfield seconded the motion. Motion Passed.**

**8. DOT/FMCSA Clearinghouse Requirements (For Possible Action):**

- A) Review, discussion, and possible approval of contracting with Sinnett Consulting Services to provide FMCSA Clearinghouse Queries for the City of Carlin, and all related matters.

**Motion:**

**Vice Mayor Lincoln Litchfield made a motion to approve contracting with Sinnett Consulting Services to provide FMCSA Clearinghouse Queries for the City of Carlin. Councilperson Pam Griswold seconded the motion. Motion Carried.**

**9. Employment Anniversaries (For Possible Action):**

- A) Review, discussion, and possible approval of a standard procedure for recognizing employment anniversaries and/or milestones within the City of Carlin, and all related matters.

**Motion:**

**Councilperson Cameron Kinney moved to table approval of a standard procedure for recognizing employment anniversaries and/or milestones within**

**the City of Carlin. Vice Mayor Lincoln Litchfield seconded the motion. Motion Carried.**

**10. APPROVAL of Expenditures (For Possible Action):**

- A) Review, discussion, and possible approval of City expenditures for the period 01/18/2020-02/07/2020, and all other matters related thereto. The expenditure list is available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Motion:**

**Councilperson Pam Griswold moved to approve the City expenditures for the period of 01/18/2020-02/07/2020. Councilperson Margaret Johnston seconded the motion. Motion Passed.**

**11. APPROVAL of Minutes (For Possible Action):**

- A) Review, discussion, and possible approval of the Carlin City Council Regular Meeting Minutes for December 11, 2019 and all other matters related thereto. Draft minutes are available for public inspection at the Carlin Administration Building, 151 S. 8<sup>th</sup> Street, Carlin, Nevada.

**Motion:**

**Vice Mayor Lincoln made a motion to approve the Carlin City Council Regular Meeting Minutes for December 11, 2019. Councilperson Cameron Kinney seconded the motion. Motion Passed.**

**12. PUBLIC COMMENTS: (Non-Action Item)**

- A) Pursuant to NRS 241.020(2)(D)(3) (I & II) this time is devoted to comments by the general public and possible discussion of those comments. No action may be taken upon a matter raised under this item until the matter has been included on a successive agenda pursuant to the required procedures at the discretion of the City in accordance with applicable law and identified as an action item.

**13. Adjournment (For Possible Action):**

**Motion:**

**Councilperson Margaret Johnston moved to adjourn the meeting of the Carlin City Council. Councilperson Cameron Kinney seconded the motion. Motion Passed. The meeting was adjourned at 7:37 p.m.**

**Approved:**

**Attest:**



**Mayor Dana Holbrook**



**LaDawn Lawson, Carlin City Clerk**